

Stillwater County Library Board of Trustees Meeting
Thursday August 21st, 2019 1:00 pm
Stillwater County Library
27 N. 4th St
Columbus, MT 59019

Members Present: Lynda Grande, Chair, Kim Lebrun, Maureen Davey, and Kathleen Ralph were present. Della Haverland, Secretary, and Dennis Shupak were also present. April Limburg was unexcused. The meeting was called to order at 1:00 p.m.

Public Comment: None. Lynda asked Dennis if he could give an update on the building project. Dennis advised that the FCIP committee has come up with some ideas that were presented to the employees earlier in the day. The library building looks to be about 7 years down the line. Public meetings will be held at a later date.

Approval of Minutes: After discussion and suggested changes by Kathleen and Maureen, Maureen moved to approve the July 11, 2019 minutes as amended, Kathleen 2nd the motion. Motion passed

Communications: Della had included an email correspondence from the federation coordinator stating that our funding was not available this year and what we need to do to restore the funding going forward. Kathleen mentioned that it is in the director's job description to attend the federation meetings. Della reminded the board that the federation meetings are for the trustees, however the bylaws were changed to allow directors to vote by proxy if the trustees are not able to attend. Della also reminded the board that our by-laws state that we have a federation representative that is supposed to attend the meetings and report to the board. Maureen is going to reach out to the federation coordinator, Nancy Schmidt, to clarify and get information regarding our federation status.

Maureen submitted a letter to the board regarding a letter policy for the board as the response to the commissioners was not voted on by the board. Della stated that the request for a response from the commissioners had been submitted to the board members and the only responses she got from trustees was to have the chair write and submit a letter to the commissioners **from another trustee was an email that said we should put on next meeting agenda**. The state library was consulted and assisted with the letter and all trustees were given a chance to weigh in on the letter. She also mentioned other situations that have occurred without a board vote that had financial implications, but was dismissed as it was not on the agenda. Kathleen responded that the letter was not voted on and therefore a policy could be discussed at a meeting in the future. The letter from Maureen also included a concern about who oversees the director's timesheets.

Report from the Library Director: Della's report is attached. Della also handed out the July budget report from finance as she had just received it, and noted that our line item 330 was showing an allocated amount of \$11,017 and should be \$14,000 to cover our costs. Also noted was there were no funds in the depreciation fund, nor was there a transfer into our capital improvement fund. Lynda will communicate with Joe regarding the depreciation and capital improvement funds and Della will follow up with clarification on line item 330.

Ongoing Business:

a. Job Descriptions Committee: Maureen reported that she had spoken with other libraries and

got several copies of job descriptions from them. The board was given copies of those and due to committee members lack of communication Lynda added Kim to the committee and her and Maureen will work on a draft for the next meeting. It was suggested to use the current job description and add or subtract items from it. Lynda will reach out to April to see if she is getting the communications.

b. Evaluation committee: Kathleen handed out a form for the director evaluation and also a sample form for the board self-evaluation. She had a couple additions she wanted to add to the director form, and she will have a draft ready for the next meeting to be voted on. Della mentioned that from the webinar that they watched she felt that in order for the boards self-evaluation to be valuable the director should give feedback to them as to whether or not they feel like the board/director relationship is working or not. The board did feel like this would be beneficial and will be included.

c. Staffing: Della included in her report that she had hired Manda Browning to fill the part time position. She also wanted it noted that she stood by her recommendation to make that position a 32 hour per week position. It makes it a more desirable position as the employee would have health insurance paid by the county and being in the library more consistently which adds to the accountability. The board advised that this would be up to the new director.

d. Policy Updates: Kathleen moved to table county policy updates until the new director is here, Maureen 2nd motion. Motion passed.

e. Annual library report and Calendar for trustees: This was included with the packet of materials Della submitted to the board. She asked that the board think about what exactly they want at the meetings and then advise the new director. Each new trustee, each year there are different things that may be wanted so this is important for the director to know the expectation up front.

f. Strategic Planning: Kathleen moved to table this until after the holidays since the director search is taking precedence right now. Maureen 2nd. Motion passed.

New Business:

Employment Process for New Director: Kathleen said we need to set a timeline, and have a special meeting to get things going. She will bring suggestions to the special meeting on Wednesday September 4, 2019 at 2:00. Discussion on who and how many should be on the selection committee. She advised that Della will submit that her last day is October 4, 2019 and so they can begin advertising the position. She wanted to suggest that the board consider adding that the candidate have a 4-year degree or a Master's degree in Library. Della advised that according to the Public Library Standards, libraries that serve less than 10,000 people, the director is not required to hold a degree. Della feels that requirement will limit the number of applicants for the position. This will be part of the job description to be voted on at the next meeting. Maureen and Kim will talk to Joe Morse regarding the county's hiring process. Della will send out the interview questions that she has on file. Kathleen moved to have the special meeting on Sept. 4th at 2:00pm, Maureen 2nd, Motion passed.

Possible Grant for Bookmobile: Maureen moved to postpone this item until January, Kim 2nd Motion passed.

Unscheduled Matters or Concerns: Lynda wanted to suggest that several trustees go and meet with the Lending library in Absarokee to see if there are things we can partner on and help each other out. She, Maureen and Kathleen agreed to go. Kathleen also requested that several trustees go and meet with the commission to see what their plans are in respect to the new library. She, Lynda and Maureen are planning on going during one of the commissioners working sessions. Della remarked that by having 3 trustees attend these things would constitute a quorum and therefore a meeting. The trustees felt that they would not be making any decisions and therefore would be fine.

Next Regular Meeting Date: Wednesday September 18th, 2019 1:00 pm.

Special Meeting Wednesday September 4, 2019 at 2:00 pm

Adjournment: 3:40 Meeting adjourned.

Stillwater County Library Report
August 2019

During the past month the library has been busy getting things ready for our fall season of programming and cleaning up from our busy summer season. Raya and I are doing the best we can, covering the programs we have already scheduled while being shorthanded. We had to cancel the Farmer's Market last week.

The hiring committee interviewed seven people for the part time position and had a very good pool of applicants. After much deliberation I offered the position to Manda Browning. She will be a great asset to the staff as she is very familiar with our collection and our programs.

Per the communication from the Federation Coordinator our library will not be receiving our funds this year. We can have our funding restored by making sure our attendance requirement is met going forward.

I would like to have the opportunity to provide some ideas that I feel would be greatly beneficial while coming up with the job description for the library director. I feel that the expectations from the board need to be relayed to the county and the director, since the MCA gives the authority to prescribe the duties, set the salary and the compensation of the director to the board. This is an area that has been a source of confusion for all parties.

I have created multiple reports to try and report the things the board has asked for. This month will be sort of a trial and error. Going forward it would be beneficial to all parties if we could lay out exactly what the director should provide to the board each month.

Respectfully submitted,

Della Haverland/Director